

POLICY AND PROCEDURE OBTAINING COPIES OF OR ACCESS TO PUBLIC RECORDS

PURSUANT TO THE KANSAS OPEN RECORDS ACT- KORA K.S.A. 45-215 ET SEQ.

OFFICE HOURS: 8 A.M. TO 5 P.M., Monday - Friday, except official state holidays

DESIGNATED CUSTODIAN: Sarah Shipman, Chief Counsel

OTHER CUSTODIANS: Each agency division may accept record requests for records possessed by their division

FEES: Record requests that can be provided with less than one hour of staff time or less than 25 pages will be provided at no charge. For requests that exceed that amount, the following rates shall apply. COPIES, 25¢ per page; MAILING, 50¢ for first 5 pages, 25¢ for additional 5 page increments; FAX, 65¢ per 10 page fax.

STAFF TIME: Will be charged at the rate of pay for each person(s) whose time is used in order to assist and/or respond to a specific request. This may include the time spent to access records maintained on computer facilities, review records to determine whether closure exceptions apply and/or to redact open from closed information. Attorney time will be charged at \$60 per hour. Clerical time will be charged at \$18 per hour. Information Technology (IT) services will be charged at \$38 per hour.

ADDITIONAL FEES: Any other costs incurred by the Department of Administration in connection with complying with a record request may be assessed to the requester. The agency will provide an estimate of the fees which shall be paid prior to the agency gathering the records. However, in order to assure payment, the final cost of providing access to or furnishing copies must be paid before the records are provided. If the final cost is less than the estimate, the requestor will be reimbursed for the difference.

WRITTEN REQUEST: The Department of Administration may require that requests for access to or copies of records be made in writing, in order to adequately document the request and clarify exactly what records are being sought. All requests for records shall state the requester's name, mailing address, and a contact phone number. The requester should provide detailed information about the records being requested in order to aid the staff in determining if such records exist and are possessed by the agency. Requests for records not yet in existence or documents to be created prospectively cannot be honored.

FAXING AND AIR EXPRESS DELIVERY: Generally, records may be faxed if the request is for fewer than 15 pages and fax time and facilities are readily available. If air express delivery is requested, the requester shall arrange for pick up and packaging of the records and all associated costs for such delivery shall be paid by the requester. The record custodian has sole discretion as to whether to honor requests for faxing or express delivery.

Requests for electronic format records: The record custodian will be the sole judge of the ability of the agency to comply with any record requests for the records to be provided in electronic format or for records that must be produced in any special computer generated format.

Response time: The agency will act upon requests as soon as possible, with some response being made to the requester no later than the third business day following the receipt of the request. If it appears that additional time will be needed, fees will be assessed, or some of the records may be closed by law, a written response will be provided as soon as the records have been located and reviewed.